

# BEST PRACTICE GUIDELINES FOR USE OF MOBILE DEVICES FOR 2017-2018

## SECTION 1: SASD NEXT

*SASD Next* is a commitment to create technology-rich environments where teachers will expand the ways they make learning more equitable, relevant, creative, collaborative and challenging. Students will have the opportunity for choice in experiential projects. SASD schools will innovatively organize their physical and virtual learning spaces to create flexible, dynamic experiences for students. Teachers will participate in a wide range of professional learning that will draw them in and build on the excitement around technology being used as a core element of instruction. Thoughtful communication and engagement will invite the community (students, parents, teachers, community) to be an integral part of the success and sustainability of *SASD Next*.

## SECTION 2: MOBILE DEVICE INITIATIVE

The Mobile Device Initiative, also known as 1-to-1 Computing, is a concept where every student has access to a school-issued device. Having access to a device can allow students greater opportunities for sources of research, meaningful real world assignments and access to digital information to solve real world problems.

## SECTION 3: DEVICE SPECIFICATIONS

The District has selected the Mobile Device as the device to be used for 1:1 Computing at the middle schools. Beginning in the 2017-2018 school year, we are also using a Winbook – an equivalent device that runs Windows 10 instead of ChromeOS. Middle school students will receive a District-issued **Acer Mobile Device R 11C738T**, a touchscreen laptop. Freshman and Sophomore students will use a Lenovo N23 Winbook, or a Mobile Device from the existing high school inventory.

## SECTION 4: RECEIVING YOUR DISTRICT-ISSUED DEVICE

Devices will be distributed during parent information presentations, scheduled for the week prior to the start of the school year. Prior to receiving the computer, students and parents must read and agree to the following forms and agreements:

1. Agreement for Mobile Device Use.
2. *Mobile Devices*. (Policy No. 236)
3. *Acceptable Use of the Computers, Network, Internet, Electronic Communications and Information Systems*. (Policy No. 815.1)
4. *Electronic Communications and Social Media*. (Policy No. 815.3)

Parents/guardians are also required to pay a Device Protection Fee of \$40.00 prior to the issuance of the Mobile Device. Families experiencing economic hardship may request a partial reduction or waiver from fees. This will require a brief, confidential meeting with the building Principal, Assistant Principal or School Counselor.

The District will create a Google account for each student to allow access to Internet-based applications, programs and storage, and to provide the students with an e-mail address (through Gmail) to be used solely for educational purposes and District communications. All students and parents who receive a Mobile Device must sign the Agreement for Mobile Device Use prepared by the SASD administration. By signing, parents acknowledge that he/she has read the Google Apps for Education Privacy Policy and Terms of Service referenced in the Agreement.

### GENERAL PRECAUTIONS

- Mobile Devices are to be used for educational purposes only. (Policy No. 815.1)
- Do not share your password. The SASD Technology Department will never ask for your password through e-mail.
- No food or drink is allowed next to your Mobile Device.
- Cords, cables, and removable storage devices must be inserted and removed carefully into and out of the Mobile Device.

- Students should not carry their Mobile Device by the screen or while the screen is open.
- Mobile Device lids should be shut before moving them between classes to conserve battery life.
- Mobile Devices must remain free of any writing, drawing, stickers, or labels that are not the property of Souderton Area School District.
- Mobile Devices should be carefully placed into lockers and backpacks/bags. Careless treatment can cause the screen to crack.
- Mobile Devices should never be left in a car or in any unsupervised area.
- Do not expose your computer to extreme temperatures, direct sunlight or ultraviolet light for extended periods of time.
- When students are not using their Mobile Devices, it should be stored in their lockers. Therefore, during gym class, students must store their Mobile Device in their assigned regular student locker prior to the start of the gym class.

## CARRYING COMPUTERS

It is recommended that Mobile Devices be carried in a protective sleeve when being transported in a backpack and stored in a locker. The Mobile Device should be closed, with the screen facing the keyboard, and turned off or in sleep mode whenever in transit. Protective sleeves will be provided to students when the Mobile Device is distributed. If the sleeve is lost or damaged, you may purchase a new sleeve for \$9.00 from the school office.

## SCREEN CARE

The screen is particularly prone to damage if treated roughly or if subjected to excessive pressure.

- Do not lean on or place heavy objects on the Mobile Device.
- Do not place anything on keyboard before closing the lid.
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use liquid or water on the Mobile Device.

## SECTION 6: USING THE DEVICE AT SCHOOL

- Mobile Devices are intended for school use each day. Students are responsible for bringing their Mobile Device to school charged for all classes.
- If a student leaves their Mobile Device at home, they will be able to receive a loaner for the day. Students can pick-up and return the loaner in the designated “technology hub” during its regularly scheduled operating hours. The borrowed device must be returned at the end of the day. **The District will not be responsible for class time or materials missed because a student does not have his/her Mobile Device at school.**

## SECTION 7: USING THE MOBILE DEVICE AT HOME

### HOME USE

- The Mobile Device Initiative does not provide students with Internet access. Students will be able to connect their Mobile Devices to their home networks with parent approval. Additionally, students will be shown how to connect to available wireless networks during their orientation training on using their Mobile Device.
- For students that do not have Internet access at home, Comcast has a program called Internet Essentials that provides families with Internet access for approximately \$10.00 per month. You can contact Comcast at [www.internetessentials.com](http://www.internetessentials.com) or call 1-855-846-8376 for information.
- The District does not provide technical support for Internet access outside district buildings.

### INTERNET FILTERING

The Mobile Devices are configured with the same filtering package and rules used by the students during the school day. Regardless of how the students connect to the Internet, the Mobile Device will be filtered from inappropriate sites. Parents should still be vigilant to monitor students' online activity even with Internet filtering.

## SECTION 8: MANAGING FILES AND SAVING WORK

### MANAGING FILES

Mobile Devices are equipped with an application known as Google Drive. This application is where all student work is stored, and is accessible from any Internet-connected device. The Google Drive account is linked to the student's Google account. Students can also access their Google Drive from any computer or device with Internet access.

### SAVING WORK

- Student work is automatically saved to the student's Google Drive account when working on the Mobile Device and connected to the Internet.
- Students have the option to work offline when Internet service is not available. Work will sync to the Google Drive upon re-connecting to the Internet.
- The District recommends that work be completed online whenever possible so that student work is saved in real time.
- Students have the option to save personal data to a USB thumb drive or external hard drive for backup purposes, but it is not necessary.

## SECTION 9: COMPUTER SOFTWARE

The District will advertise (push) the applications ("apps") and extensions you are to have at the beginning of the school year. Apps and extensions are associated with your user account and will display every time you log into a Mobile Device or into Google Chrome. Students cannot remove apps or extensions that are pushed to the Mobile Device. They are able to remove any apps or extensions they install. You will need to manually remove any apps or extensions personally installed if you no longer need them.

## SECTION 10: DEVICE INSURANCE AND DEVICE PROTECTION FEE

Students are required to pay a nonrefundable annual fee for accidental damage coverage subject to policy terms (“Device Protection Fee”) of \$40.00 before taking possession of their Mobile Device. The fee covers normal wear and tear and minor component failure that is covered by the manufacturer’s warranty and accidental damage. Students will receive a loaner device to use if a Mobile Device is in need of a repair. The fee becomes non-refundable once the student takes possession of the Mobile Device.

## SECTION 11: DAMAGED, LOST OR STOLEN DEVICE

If the Mobile Device is damaged, the parent/guardian is responsible for the cost of the repair. If the full replacement cost of a new Mobile Device is less than the cost of the necessary repair, the parent may be required to reimburse the District for the cost to purchase a new device for their student. Loss or theft of the Mobile Device must be reported to the District by the next school day after the occurrence and a police report may be required. The parent/guardian is responsible for the lesser of the cost of the repair or the full replacement cost of a new Mobile Device on the date of loss. The new or repaired Mobile Device will be returned to the student upon receipt of payment.

## SECTION 12: TECHNICAL SUPPORT

- Technical support will be available during the posted hours of operation in the designated school Technology Hub if a Mobile Device needs to be serviced.
- Loaner devices will be issued to students while their damaged District Mobile Device is being serviced.
- Repairs that are minor or considered normal wear and tear are covered under the Computer Protection Fee.
- Students are expected to return their loaner device when the repairs are completed to their damaged Mobile Device.

- All Mobile Devices will be collected at the end of the school year on or before the student's last day of school.
- A formal collection process will be reviewed with parents and students in May before the Memorial Day weekend.
- Mobile Devices that are not returned one week after the last student day will be considered stolen and the authorities may be contacted. The District may also invoice the parent/guardian for the replacement cost of the Mobile Device. This will be considered a student obligation, and parents/guardians will be responsible for any additional costs incurred by the District to collect the Mobile Device.
- The SASD Technology Department will prepare the Mobile Devices for the next school year during the summer.

## SECTION 14: DIGITAL CITIZENSHIP

### SAFE E-MAILING

- Do not open, forward or reply to suspicious e-mail on the Mobile Device. If you have a question about whether or not to open an e-mail, check with the Technology Hub in your building.
- Be wary of email attachments from people you do not know; it may be a virus or a malicious program. If in doubt, do not open it.
- Never respond to emails that ask for personal information, your user name or your password. The SASD Technology Department will never seek this information via e-mail.
- Think before you write and send an e-mail; be polite and courteous at all times.
- "Chain letters" contain no useful information. This includes chain letters warning about viruses or Internet scams. Often the chain letters link you to viruses or are scams themselves. Do not forward them from your Mobile Device.

## WEB USAGE

- Do not attempt to go to inappropriate/questionable websites, or click on questionable links as this may trigger a spam or computer virus attack.
- The use of anonymous proxies or other technologies to bypass the District domain filtering programs is prohibited.
- When social networking, consider the following:
  - Be polite and courteous. Leave offensive text (i.e., curse words, insults, etc.) out of blog entries and comment postings to friends.
  - Once any text or photo is placed online, it is completely out of your control, regardless of whether you limit access to your page. Anything posted online is available to anyone in the world.
  - Do not post information, photos, or other items online that could embarrass you, your family or friends. This includes information, photos and items that may be posted by others on their page or on your webpage.
  - Do not post your personal information: addresses, phone number(s), date of birth, class schedules, your whereabouts or daily activities. You could be opening yourself to online predators.
- Many potential employers, colleges and universities, graduate programs and scholarship committees now search social networking sites to screen applicants. Your post could affect your college or job choices later in life.